|  |  |  |
| --- | --- | --- |
|  | Contact:Tel: | Ras Exodus Tafari (020 8359 6021 |
| Email:Date | Exodus.Tafari@barnethomes.org 2022 |
| Our ref:Your ref/  | PS/LH/ALT/ET |

Dear

## Leasehold Property Address:

##

Thank you for your recent enquiry regarding the alterations you are proposing to make at the above leasehold property.

I am writing to advise you that in order to comply with the terms and conditions of your lease you must first obtain landlord’s consent before carrying out any alterations to the interior or exterior of your property. Failing to obtain consent before carrying out alterations constitutes a breach of the lease and may result in legal action being taken.

Please note that depending on the nature of the works you are proposing, you may require need to make an application to Building Control and obtain Planning Permission from the London Borough of Barnet. Planning Permission or Building Control Consent does not constitute Landlord’s Permission. However, before applying for Building Control and Planning Permission, please check with Barnet Homes if the works you are proposing are permitted by Barnet Homes, your landlord, otherwise you are at risk of losing the fees paid to the planning authority and/or the Building Control company.

**Please see below examples of the types of works considered to be an alteration to your property and which you require permission (these are examples and not an exhaustive list):**

* Replacement of windows and individual front entrance door (permittable only if there is a registered Deed of Variation against your lease. If there is no existing Deed of Variation, then you will require this before an application to replace windows and front door will be considered. Please speak to the team if you are unsure if you have such a Deed against your lease.)
* Internal/external decorations e.g. replacement of bathroom/ kitchen units /shower-room
* Gas central heating systems / Gas boiler installation
* Replacement of flooring
* Electrical works including rewiring of property
* Installation of downlighters
* Removal of non-load bearing walls only (a structural survey report will be required with your application to confirm loading status of the wall(s) which will be removed)\*
* Alteration to the internal layout of the flat (including erection of new stud walls)\*
* Creation of a driveway

\* Please note that these works (marked above) will require a Licence to Alter before works can commence. This is a legal licence allowing these works. Please note that there an additional legal fee for a Licence to Alter. As at the date of this letter, the legal fee for the licence is £563, but this is subject to change and the charge can vary depending on the scope of works to be undertaken.

**Barnet Homes DO NOT allow the following alterations (these are examples and not an exhaustive list):**

* Installing new doorway/porch
* Installing a conservatory
* Building an extension
* Loft conversions
* Installation of a sky light in the roof
* Removing load bearing walls

We recommend that you contact Barnet Homes to discuss your plans.

**The Application Process**

To apply for Landlord’s Permission for your proposed works please email TalkToUs@Barnethomes.org with the following:

* Completed application form
* All required documents
* Confirmation of payment of the correct fee for your proposed works (see table below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Fee band** | **Cost** | **Information** | **Typical type of alteration** |
| Minimum fee | £40 | Charged for minor desktop-based exercises where no site visit is required, and where administrative processing is minimal.  | Used only in exceptional circumstances |
| Standard fee | £175 | Charged for most alteration requests.  | Boiler replacements/ installations, kitchen or bathroom replacements, rewiring. |
| Enhanced fee | £300 | Charged for works that include multiple alterations requests, works that affect the layout of the property, or whole property refurbishments. | Combination of two or more alterations, Refurbishments. |
| Note: if required, legal fees will be charged on top of these fee bands. |  |

Please note that due to hybrid forms of working, we have limited ability to send and receive post and therefore communication by email or telephone is recommended. If you need to send the application by post, you can to: **Barnet Homes, Leasehold Development Team**, **2 Bristol** **Avenue, Colindale, London, NW9 4EW.** Please be aware that it may take longer than usual for us to reply.

**For bank or online payments of the alteration fee, please use the details below**:

## Payable to Barnet Homes

## Bank: Santander

## Branch: Bootle, Merseyside, L30 4GB

## Account No: 10149111

**Sort Code:** 09 - 02 – 22

**Reference:** Please quote your full name& property address.

**Copies of the following documents below are required with your application form.**

**For proposed alterations e.g. new bathroom/ kitchen units shower-room your contractor must provide the following information as requested:-**

1. Schematic drawing of the existing and proposed layout
2. Details of how your contractor will isolate any water supply within the flat to install the sanitary ware to the bathroom and kitchen without affecting or restricting water services to the block.
3. Details on any plans to upgrade or replace humidistat fans to the bathroom and or kitchen. If bathroom, we will need to fully understand how the replacement of any fan is to be installed and balanced to the system.
4. If downlighters are to be installed - we will need confirmation of how these lights are fully compliant in regards to fire risk with smoke hoods etc
5. Copy of contractor’s public liability insurance certificate of at least £5 Million +
6. Copy of NICEIC certificate for electrical works
7. Plumbing registration certificate of your contractors
8. Completed risk assessment and method statement (RAMS) – identify how the alterations will connect to the landlord services,RAMS must incorporate the scope of works in sequence, methodology & PPE, COVID-19 safety requirements, the relevant skip accreditations.
9. Asbestos survey report.

**For Gas Boiler Installation: - your gas safe engineer must provide the following information:**

1. Provide a scaled and dimensioned drawings for **both** the existing and proposed boiler layout
2. Details on installation plan – information on disconnection and connection to existing water mains and MST pipes
3. Name/make of the existing boiler – is it a conventional heating boiler connected to a hot water cylinder or is it a combination boiler
4. Name/make of the proposed boiler – is it a conventional or combination boiler
5. If a conversion to a combination boiler is planned please provide information as to how the MST and hot water cylinder pipework will be removed and isolated so that it is in accordance with plumbing and legionnaires regulations
6. Boiler position, inclusive of flue termination position.
7. Copy of Gas safe engineer’s registration photo ID (front & back)
8. Copy of contractor’s Public Liability insurance certificate of £5 Million +
9. If any of the works involve accessing the communal loft space a completed method statement & risk assessment will be required to incorporate the scope of works in sequence, methodology & PPE, COVID-19 safety requirements & the relevant skip accreditations
10. Gas Safe Certificate (CP12) and building regulation compliance certificate Part P (after completion of installation)

**Planning Permission and Building Control**

**Open plan living space works which includes demolition of any (Non- Load bearing walls only) will require a full structural survey report, plus a licence for alterations.**

For certain type of works, once you have spoken to Barnet Homes, you may need to contact Barnet Council’s Building Control Department and the Planning Department to understand their requirements. It is recommended that you do not make a formal application for Planning Permission or Building Control Regularisation until after the initial site assessment by Barnet Homes.

**Building Control -** 020 8359 4500 Email Building.Control@barnet.gov.uk

**Planning Department -** is located at 2 Bristol Avenue, Colindale, London, NW9 4EW: Telephone: 020 8359 3000 Email Planning.enquiry@barnet.gov.uk

**Processing of the application:**

Once the completed application and all supporting documents are received, these will be sent to our surveyors for appraisal. We aim to contact you within 30 working days from receipt of your completed application with the decision on your application. During this time if the surveyor requires further clarifications on the application or a site visit is required then you will be contacted.

Please bear in mind that the length of time required to make a decision about your application will vary based on the complexity of the proposed works.

If your application is approved, then you will be provided with a letter granting Landlord’s consent. Where a Licence for Alterations is required, this will be prepared by our legal representatives and the legal fees payable will be assessed based on the proposed alterations.

Once works have been completed you must contact Barnet Homes to arrange for a post works inspection and thereafter Landlord’s Consent will be provided.

I hope you find this information useful, however please do not hesitate to contact me again if I can be of further assistance to you in this regard.

## Yours sincerely,

**Ras Exodus Tafari**

**Leasehold Development Officer**

**Barnet Homes**

**Making Home Improvement Alterations to Leasehold Properties**

**Guidance Notes**

This information is to help you decide whether you are eligible under your leasehold agreement to carry out improvements to your home. The document also gives you some guidelines about how to identify improvements, which may be subject to certain conditions, local authority planning permission or other regulatory standards.

As a leaseholder you own the right to live in your home for the period of time specified in your lease. The London Borough of Barnet is the freeholder and owns the building, which you live in and the estate in which it stands.

**Remember, it is part of your lease agreement that you must receive written permission from Barnet Homes before arranging or undertaking any improvements or alterations to your home.**

The guidelines will help you to complete the application form and tell you whether you need to include any documents with the form. This will ensure that your application can be processed without delay.

If you are thinking about carrying out alterations at your property, you should contact the Customer contact team on 020 8080 6587 or email talk2us@barnethomes.org to ask for an application form.

**Important**

This document is for guidance only. This does not give a Legal interpretation of all the rules and regulations, which may apply to making improvements or alterations to your home.

**Frequently asked questions**

These are the most frequently asked questions by leaseholders regarding making home improvements and / or alterations.

If, after reading the guidance notes, you are still not sure if you can apply, we would recommend that you submit your application and we will check your details to see if the type of improvement you wish to carry out is suitable.

**If I am a leaseholder, why do I need written permission to carry out improvements to my home?**

As a leaseholder you own the right to live in your home for the period of time specified in your lease. However, Barnet Homes still owns the building, which you live in and the estate in which it stands and is, therefore, effectively, your landlord.

It is a requirement of the lease that you get permission to carry out alterations and improvements. It is important for us to manage and consider all applications for alterations or improvements affecting the building you live in. This will guarantee that the structure of the building remains safe for all its occupants. This ensures that any changes do not affect the rights of other individuals who live in the building.

**Will making alterations or improvements affect my lease agreement?**

For the majority of home improvements, the answer is no. However, if the improvements or alterations are quite major and are carried out without the landlord’s permission, this may affect your lease as this would be noted as a breach of lease. Any legal costs incurred to make the necessary changes will be your responsibility to pay. If the alterations are significant, you may also need the permission of your mortgage lender.

**What if I have already carried out improvements without first receiving written permission?**

If you have carried out improvements to your home without permission, you will need to contact us immediately and apply for retrospective approval for the unauthorised work.

If you cannot prove you have received written permission for any improvements or alterations you have carried out, this may affect the sale of your lease at a later date.

Once you let us know that you have made improvements / alterations without permission we will arrange for an operational inspector to make an appointment with you to inspect the works.

If the improvements / alterations, you have made are found to be unsafe of to compromise the integrity of the building or adversely impact your neighbours or their property you made be asked to put the property back to its pre-work condition.

Please note that you are breaking the terms of your lease if you carry out alterations without permission.

**What works do I need written permission for?**

The following table of information will give you a general summary of what improvements and alterations require written consent.

For some works, Barnet Homes will provide written permission for proposed works after assessing the application. However in some cases, a Licence toAlter may be required ahead of starting the works. This is especially the case if you are proposing to alter the internal layout in your premises. The application will be assessed by Barnet Homes and the licence will then be prepared by our Legal Department. You should not carry out any work until the permission or licence is granted.

It is your responsibility to get any formal planning permission and /or building regulations approval.

|  |
| --- |
| **Summary Guide to Improvements and Alterations** |
|  | **Permission Required** |  |
| **Description of improvement / alteration** | **Yes** | **No** | **Permission will not be given** | **Comments** |
| Replacement or installation of a new kitchen | √ |  |  |  |
| Replacement or installation of a new bathroom | √ |  |  |  |
| Internal redecoration i.e. painting/wallpaper only |  | √ |  | Unless it involves removing / moving pipe work and circuitry  |
| Changing floor coverings | √ |  |  | Installing wooden, laminate or vinyl flooring requires permission. Replacement with carpets does not require permission |
| Replacing window frames | √ |  |  | Subject to a deed of Variation & Planning permission |
| Replacing glass in windows |  | √ |  | No as long as it is like for like replacement |
| Alterations to the structure |  |  | √ | Alterations to load bearing walls is not permitted.  |
| Alterations to the layout of the flat | √ |  |  | Will be considered as long as structure is not impacted. No change to load-bearing walls is permitted. |
| Removing walls or chimney breasts | √ |  |  | This is not permitted. |
| Alterations to form new or existing doorways and frames (but excludes fittings and door furniture) | √ |  |  | This will only be considered on non-load bearing walls. |
| Adding new walls / subdividing existing rooms | √ |  |  |  |
| Additions or changes to the heating system | √ |  |  |  |
| Replacing the boiler | √ |  |  |  |
| Additions or changes to the electrical system | √ |  |  |  |
| Aerials or satellite antenna or receivers |  | √ |  |  |
| Building temporary structures  | √ |  |  | This will only be considered as long as there is no impact to the structure. |
| Replacing your front door | √ |  |  | Subject to a deed of Variation |
| Building ground floor extensions or erecting a conservatory |  |  | √ |  |
| Parking vehicles, creating a hard standing or building a garage within the curtilage | √ |  |  | Permission may be given dependent on your lease agreement. This must not be against the structure of the building. |

*The above list is a guide and is not an exhaustive list of works.*

**What types of improvements are likely to be refused permission?**

All applications for improvements are assessed on their individual merit. However, we would not permit any improvements or alterations, which may:

• Adversely affect or impact on your neighbours or your neighbours’ property.

• Affect any part of the building, which is not designated as part of your leasehold agreement.

• Affect the structure of the building – this includes building against the building (conservatories, extensions, porches), loft conversion, removal of load bearing walls, chimney breasts

• Affect the use of communal areas or facilities.

We will not unreasonably refuse permission for improvements or changes. However, we may impose conditions, which will apply to granting permission. Any conditions stipulated, must be adhered to. Failure to do so will be considered a breach by you of your obligations under your lease agreement.

**Why do I have to submit certificates for gas and electrical work?**

For your own safety, work of this nature must be carried out in accordance with current regulations. If you carry out any gas work, the engineer you appoint must, by law be registered on the ‘Gas Safe Register’. Similarly, if you have any electrical wiring work carried out, a NIC/EIC registered company must complete the work, meeting the IEE regulations.

The tradesperson, in both instances, will provide you with the appropriate certification for the work they have completed. The original certificates **must** be sent to us and we will take a copy. We will then send your original certificates back to you.

**Important: If you do not submit the certificates with the ‘Notification of Completion’ form, we will send out an inspector to inspect the work carried out and issue the appropriate certification and this may result in an additional charge to you.**

**How long will I have to wait for a decision?**

On receipt of your application we will give you a decision as soon as possible. However, if we need further information or have to visit your home to check the work you want to do, this may cause a delay. We will contact you to arrange a mutually convenient time to visit, if necessary. We aim to provide permission within one month. Where a Licence to Alter is required this may take longer.

**When I submit my application, what happens next?**

A Barnet Homes appointed surveyor may need to arrange a home visit to check the work you wish to carry out before making a decision. You will receive a letter telling you if your application has been approved. There may be certain conditions you have to follow and, if there are, they will be clearly explained in the letter of permission. The permission is **valid for a period of three months**. Failure to notify us of completion of the work, will cancel the permission and you will have to re-apply.

**Any work carried out prior to permission being granted will not be classed as authorised.**

We will not refuse permission unless there is good reason. There are various factors, which may affect the outcome of your application, but whatever the outcome, you will receive a letter explaining how we have arrived at the final decision.

When the work is complete, you need to return the ‘Notification of Completion’ form, along with any gas or electrical certificates (if applicable). This form will be sent to you with your permission letter. On receipt of this, a Surveyor will visit to inspect the work carried out and ensure it complies with any conditions stipulated in the permission or Licence to Alter.

However, if the final inspection reveals faults or the work has not been carried out in accordance with the conditions stipulated, you will receive a letter detailing the work you are still required to do. This work must be completed within two weeks from the date of the letter. If the remedial work is not completed, then you will be in breach of your lease agreement.

**Do I have a right to appeal against the decision to refuse permission?**

Yes. If you are unhappy with the outcome of your application, you have the right to appeal. You should appeal the decision within 28 days of receiving your letter detailing the outcome of your application.

**Where should I send my completed application?**

The application form, along with the required documents can be submitted by email to Talk2Us@Barnethomes.org along with confirmation of payment of fee of £175.00

Please note that due to the COVID-19 pandemic, we have limited ability to send and receive post and therefore communication by email or telephone is recommended. If you need to send the application by post, you can do so at the address below, but please be aware that it may take longer than usual for us to reply:

For bank or online payments of the alteration fee, please use the details below:

Payable to Barnet Homes

Bank: Santander

Branch: Bootle, Merseyside, L30 4GB

Account No: 10149111

Sort Code: 09 - 02 – 22

Reference: Please quote your full name

**Please remember to attach all plans / drawings / requirement documents to ensure your application is processed without delay.**

**Useful Contact details**

**Barnet Homes**

Customer Contact Centre: 020 8080 6587

Email: Talk2Us@barnethomes.org

Write to us at: Leasehold Development Team, Property Services, Floor 3, 2 Bristol Avenue, Colindale London NW9 4EW

**Planning Department**

Phone: 020 8359 4790 (Chipping Barnet) 020 8359 4672 (Hendon)

020 8359 4628 (Finchley & Golders Green)

Availability: Telephone enquiries can be made weekdays 2.30pm to 5.00pm

Website: [www.barnet.gov.uk](http://www.barnet.gov.uk) Search: Planning

**Building Control**

Address: Building Control Unit, 2 Bristol Avenue, Colindale, London, NW9 4EW

Phone: 020 8359 4640 (Finchley & Golders Green); 020 8359 4641 (Hendon)

 020 8359 4676 (Chipping Barnet)

Fax: 020 8359 4639

E-mail: building.control@barnet.gov.uk

Website: [www.barnet.gov.uk](http://www.barnet.gov.uk) Search: Building Control



##### **Application Form for Landlord’s Consent for Alterations**

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| --- | --- |
| **Name** |  |
| **Address**   | **Correspondence Address (if different)** |
| **Contact Number** | **Email Address** |
| **Full specification, installation details, and documents to be submitted with your application as listed below.** |
| **Checklist: the following documents/ confirmations are required with your completed application, method statement and risk assessment below.**  |
| Please tick (✓) or indicate **Yes** or **No** against the checklist as applicable  |  |
| 1. Schematic drawing of the existing kitchen/ bathroom layout to reference against the proposed installation
2. Details of how your contractor will isolate any water supply within the flat to install the sanitary ware to the bathroom and kitchen without affecting or restricting water services to the block.
3. Are there any plans to upgrade or replace humidistat fans to the bathroom and or kitchen, if the bathroom, we will need to fully understand how the replacement of any fan is to be installed and balanced to the system.
4. If downlighters are to be installed - we will need confirmation these lights are fully compliant in regard to fire risk with smoke hoods etc
5. Photocopy of contractors “public liability insurance certificate £5 Million +
6. Photocopy of “NICEIC electrical/ plumbing registration certificate of your contractors
7. Completed risk assessment and method statement (must identify how the alterations will connect to the landlord services,(RAMS) must incorporate the scope of works in sequence, methodology & PPE, **COVID-19,** safety requirements & the relevant skip accreditations.
8. Asbestos Survey Report

**Proposed Gas boiler installation****Your gas safe engineer must provide the following information as requested**Please tick (✓) or indicate **Yes** or **No** against the checklist as applicable 1. Provide a scaled and dimensioned drawings for **both** the existing /proposed boiler layout and installation details, as we need to ensure any disconnection and connection to existing water mains and MST pipes are carried out in accordance with building Regulations
2. Name/make of the existing boiler, is it a conventional heating boiler connected to a hot water cylinder or is it a combination boiler
3. If a conversion to a combination boiler has been carried out, require information as to how the MST and hot water cylinder pipe work have been removed and isolated In accordance with plumbing and legionnaires regulations
4. Boiler position, inclusive of flue termination position.
5. Photocopy of Gas safe engineer’s registration photo ID (front & back)
6. Photocopy of Public liability insurance certificate £5 Million +
7. Confirmation of **Asbestos Status** on at premises
8. If any of the works involve accessing the communal loft space” a completed method statement & risk assessment will be required to incorporate the scope of works in sequence, methodology & PPE, **COVID-19,** safety requirements & the relevant skip accreditations.
 |  |
| **I have transferred the fee of £………. (**Insert fee paid**) to Barnet Homes** | **Yes/ No** |
| I am/ We are appointing the below named Architects / Building Design Consultants to act in this matter on my / our behalf. Barnet Homes is therefore authorised to communicate with them in this matter however, I / we understand that under the terms of the lease I / we will remain liable to ensure that be any conditions agreed within the Licence for Alterations are carried out. I understand that it is my responsibility to ensure that I also have any Planning Permission or Building Regulation approval, where appropriate.Name of Company: Telephone NumberContact Name: |
| **I / we would like to apply for Landlord’s Consent to carry out the above alterations to the above property where Barnet Council is the freeholder.****Signatures of Leaseholders:**-------------------------------------------------- --------------------------------------------------------- -------------------**Print Name: Print Name:**  **Date:** |

**Please return completed forms to Leasehold Development Team, Property Services, Barnet Homes, 2 Bristol Avenue, Colindale, London NW9 4EW**

**Or by email to** **Talk2Us@barnethomes.org**

|  |  |
| --- | --- |
|  | ***Date:***  |
| **Involvement:** | **Title & Company** | **Name [Print]** | **Signature** | **Date** |
| *Health and Safety Representative Reviewed* | *Barnet Homes* | ***BW/PK*** |  |  |
| *Operations Repairs Representative Reviewed* | *Barnet Homes* | ***MS & DO*** |  |  |
| *LDO* | *Barnet Homes* | ***Ras Exodus Tafari*** |  |  |
| **Contractors Signatures**  |  |  |  |  |
| **Document Status:** | **Approved when all signatures and dates are in place** |
|  |
| **Title:** |
| **Risk Assessment and Method Statement:****Scope of Works:****Location:*****TO BE COMPLETED IN FULL BY THE CONTRACTOR***  |
|  |
|  |
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| 1. Scope of Work |

Description of all works which are taking place

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| --- |
| 2. Worksite – General Overview |

|  |  |
| --- | --- |
| **Personnel** |  |
| **Emergency Arrangements** |  |
| **PPE** |  |
| **Waste Management** |  |
| **Additional Information** |  |

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| --- |
| 3. Methodology |

Site Set Up

Sequence of Operations

|  |
| --- |
| 4. Plant, Equipment & Materials |

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| --- |
| **Plant & Equipment** |
| **Description** | **Power Source** | **Noise & Vibration levels** | **1 operative to use plant for no more than** |
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| **General Tools & Equipment** |
| Signs  |
| Hand tools (brushes, rollers, screwdrivers) |
| Plastic Sheeting |
| Fire point |
| Barrier |
| Drip tray |
| Spill kit |
| scaffold |
| Ladder/ Steps |
|  |
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| **Hazardous Substances and Materials** |
| **Description** | **Usage** | **COSHH Required** | **Storage** |
|  |  |  | Not on site |
|  |  |  | Not on site |
|  |  |  | Not on site |
|  |  |  | Not on site |
|  |  |  | Not on site |
|  |  |  | Not on site |
|  |  |  | Not on site |
|  |  |  | Not on site |

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| **5. Project Specific Risk Assessment** |

|  |  |
| --- | --- |
|   | **SPECIFIC RISK ASSESSMENTS**  |
| **Activity** | **Hazard** | **Those at Risk** | **Consequence** | **Degree of risk** | **Control Measures** | **Residual risk** |
| **S** | **P** | **R** |  | **S** | **P** | **R** |
| **Working at height, Manual Handling, Asbestos, Slips, Trips and Falls, Electricity, Fire etc.****Ladder** **Lights**  |  |  |  |  |  |  |  |  |  |  |

**SKIP APPLICATION FORM**

|  |
| --- |
| **PART 1: YOUR DETAILS** |
| Applicants Name |  |
| Applicants Address |  |
| Telephone Contact |  |
| Email |  |
| Intended Purpose & Detail of Works |  |
| Exact Location Request & length of Time Required |  |

|  |
| --- |
| **PART 2: SKIP COMPANY DETAILS** |
| Skip Company Name |  |
| Company Address |  |
| Telephone Contact |  |
| Email |  |
| Liability Insurance Details |  |

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| --- |
| **Declaration**I understand that I am liable for any damage caused to the property or estate resulting from the use of the skip/works.**Full name Date****Signature** |